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**United States Department of State**

***A Guide To Doing Business  
With the Department of State***

**February 1994**



Department of State Publication 10095  
Bureau of Administration  
Office of Small and Disadvantaged Business Utilization

*Revised February 1994*

## INTRODUCTION



*A Guide to Doing Business With the Department of State* is designed to familiarize small, minority, and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority, and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (A/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 633. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507, Public Law 100-656, and Executive Order 12138.

The *Guide* is divided into five sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form that is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues. Section E lists other Department of State (and other government) publications (and subscriptions) that may be of interest to the reader.

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## **Section A**

- **Acquisition Program Profile**
- **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**
- **User-Office Contacts**



# Acquisition Program Profile

The mission of the Department of State is the conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

Major procurements include the Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

## *Research and Development*

A small research and development program (less than \$5 million annually) is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications. Research and Development is not a major component of the State Department's acquisition program.

## *Supplies and Equipment*

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.\*
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

## *Services*

- (a) Continuing requirements for maintenance services for communication equipment.
- (b) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (c) General labor services, i.e., moving, messenger, clerical.
- (d) Management studies and surveys relating to mission activities.\*\*
- (e) Facilities maintenance services.

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\*The State Department has an outdated base of proprietary office automation and data processing systems. It is now planning and implementing a migration toward open systems architecture. The Department has a 4-year plan to accomplish this migration. The first 2 years are to convert or reengineer mission-critical software systems to run on open systems hardware, and within 4 years, to replace existing hardware with open systems hardware.

\*\*The State Department commissions studies and special projects to examine a wide range of subjects in response to requests from Congress, recommendations by the General Accounting Office and the Office of the Inspector General, or at the behest of management. These studies are either performed by internal working groups or contracted out. In fiscal year 1991, external studies accounted for a substantial part of such services. Unlike recurring services, however, it is difficult to plan for or predict when the Department might have need for such external studies.

All of the procurement activities described previously are conducted by the centralized Office of Acquisitions located in Rosslyn, Virginia. The mailing address follows as number 1 on the list of 13 major procuring activities. Following is a list of the Department's 13 major acquisition activities:

1. Office of Acquisitions (A/OPR/ACQ)  
Department of State  
P.O. Box 9115, Rosslyn Station  
Arlington, VA. 22219  
Customer Service Center Tel. (703) 516-1706

This is the Department's principal procurement office, buying a full range of services and personal property in support of DOS activities worldwide.

2. Office of Foreign Buildings Operations (A/FBO/AP/AD)  
Department of State  
SA-6, Room L-600, P.O. Box 12248  
Rosslyn Station  
Arlington, VA. 22219  
Tel. (703) 875-6297

Performs acquisition services in support of design, engineering, construction, renovation, and/or rehabilitation of U.S. Embassies worldwide.

3. Office of Language Services (A/OPR/LS)  
Department of State  
Main State, Rm. 2214  
Washington, D.C. 20520-2214  
Tel. (202) 647-1528

Mostly small purchases involving the services of translators, interpreters, escorts, and related language support.

4. Office of Overseas Schools (A/OPR/OS)  
Department of State  
SA-29, Room 245  
Washington, D.C. 20522-2902  
Tel. (703) 875-7800

Small purchases and grants involving overseas schools assistance activities.

5. **Diplomatic Telecommunications Service (DTS–PO/ADM/ACQ)**  
Department of State  
SA–34, Room 1266  
Washington, D.C. 20522  
Tel. (703) 912–8108

Acquisition of communication circuit leases for worldwide use.

6. **Office of Foreign Missions (M/OFM)**  
Department of State  
SA–33, Rm. 357  
Washington, D.C. 20520–3301  
Tel. (202) 895–3507

Limited acquisitions involving professional services and personal property in support of the office’s mission, that of ensuring reciprocity of treatment between U. S. missions overseas and foreign missions in this country.

7. **Foreign Service Institute (NFATC)**  
Department of State  
4000 Arlington Blvd.  
Arlington, VA 22204–1500  
Tel. (703) 302–7141

Acquisitions involving instructors, linguists, other academic and training specialists, and personal property as needed to support the Institute’s training mission.

8. **Office of International Conferences (IO/OICA)**  
Department of State  
Main State, Room 1428A  
Washington, D.C. 20520–6319  
Tel. (202) 647–1771

Limited small purchase authority involving annual international conferences.

9. **Bureau for Refugee Programs (RP/COMP)**  
Department of State  
SA–1, Room 1215  
Washington, D.C. 20522–0112  
Tel. (202) 663–1022

Small purchases, grants, and cooperative agreements supporting world-wide refugee matters.

10. United States Mission to the United Nations (USUN)  
799 UN Plaza, Room 312  
New York, N.Y. 10017  
Tel. (212) 667-4095

Small purchases involving services and personal property supporting the U.S. Mission to the United Nations.

11. Moscow Embassy Buildings Control Office (M/MEBCO)  
Department of State  
SA-6, Room 1139  
Washington, D.C. 20522-0602  
Tel. (703) 516-1855

Acquisitions involving the new Moscow Embassy complex, including A/E and construction services and materials.

12. Regional Procurement and Support Office  
Miami Regional Center  
Department of State  
1650B SW 39th St.  
Ft. Lauderdale, FL. 33315  
Tel. (305) 359-3528

Small purchases for services and personal property procured in the U.S. in support of posts in Central and South America.

13. Office of Information Management, Major Acquisitions  
Program Office (IM/ MAPO)  
Department of State  
A/IM/MAPO, Room 403, SA-5  
Washington, DC 20522-0403  
Tel. (202) 736-9042

Limited procurement authority for major systems buys (those exceeding \$10 million) or as directed by the Deputy Assistant Secretary for Information Management or the Procurement Executive.

Other specialized procuring activities are described below:

14. *State Department Foreign Service Posts*  
The State Department's embassies and consulates abroad have direct

purchasing authority for products and services up to \$25,000 without seeking a delegation of procurement authority from Washington, D.C.'s Office of the Procurement Executive. While services are generally obtained on the local market, posts often purchase goods from U.S. vendors, either from GSA schedule or directly from vendors. Firms interested in marketing their product to U.S. posts abroad may send a line card and price list or similar information directly to posts using the APO addresses listed in the booklet, *Key Officers of Foreign Service Posts* (see order form on page E-1) or to the purchasing agents listed in the footnote on page A-19.

# **Regional Procurement and Support Office**

## **U.S. Embassy/Bonn**

The Department of State's Embassy in Bonn, Germany, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American embassies abroad, particularly those in the Near East, Africa, the Mediterranean region, Eastern Europe, and posts in the newly independent states (formerly the U.S.S.R.).

In Fiscal Year 1992, RPSO/Bonn purchased over \$55 million in goods and services, much of which was from U.S. vendors. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories. Those categories are: (1) medical supplies and equipment, (2) "special acquisitions," including computers and peripherals, software, large household appliances, expendable and nonexpendable office supplies, furniture, subscriptions and books, and (3) "general acquisitions," including educational materials, vehicles and spare parts, construction materials and supplies, and other miscellaneous goods and services that do not fall into categories (1) and (2).

Firms interested in selling to the RPSO/Bonn should send descriptive literature on their product line, including prices, to the Director, RPSO/Bonn, c/o American Embassy/Bonn, Department of State, Deichmanns Aue 5300, Bonn 2 Unit 27101, APO AE 09080. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Bonn. While overseas posts, including RPSO/Bonn, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

## **U.S. Embassy/Tokyo**

The U. S. Embassy in Tokyo, Japan, has a Regional Procurement and Support Office (RPSO) that supports the purchasing needs of many of the other American Embassies and Consulates abroad, particularly those in the former Soviet bloc of nations and the Commonwealth of Independent States (CIS), Africa, the Near East, the Middle East, and the Far East.

In Fiscal Year 1992, RPSO/Tokyo purchased over \$12 million in goods and services. The majority of such purchases are under \$25,000 ("small purchases") and fall into three main categories: (1) Japanese-made automobiles with right-hand steering, and with left-hand steering for which no other available source exists in the particular constituent location for parts, supplies, and services; (2) automobile parts for vehicles made in Japan; (3) airfreight and shipping services to constituent posts of American Embassy Tokyo; and other miscellaneous goods and services that do not fall into any of the other categories.

Firms interested in selling to the RPSO/Tokyo should send descriptive literature on their products line(s), including prices, to Director, RPSO Tokyo, c/o American Embassy/

Tokyo, Unit 45002, Box 212, APO AP 96337-0001. Small, small minority-owned, and small women-owned businesses should clearly indicate their size and ownership status when mailing product information to RPSO/Tokyo. Although overseas posts, including RPSO/Tokyo, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practical.

### **U.S. Embassy/Singapore**

In October 1993, the Department of State formally opened a Regional Procurement Support Office (RPSO) under the U.S. Embassy in Singapore, Republic of Singapore. RPSO Singapore supports the procurement needs of the American Embassy in Singapore, including those Federal agencies attached to the Embassy, and other American Embassies and Consulates in the East Asian region.

As the RPSO Singapore is being newly established, historical procurement data is of somewhat limited value. In Fiscal Year 1993, Embassy Singapore purchased over \$3 million in goods and services, of which 60 percent of the individual transactions were under \$25,000 ("small purchases"). Over \$450,000 in purchases were made for U.S. Embassies and Consulates in other countries. Supplies purchased by RPSO Singapore are expected to include heating and air-conditioning equipment, tires, medical supplies, electrical supplies, small appliances, consumer and office electronics, automobiles, construction materials and supplies, publications, household appliances, office equipment, construction materials, computer equipment and software, and household and office furniture. Services are expected to include commercial support services (cleaning, gardening, security guards), computer services, facility rentals, equipment leases, small architect-engineer and construction services, and airfreight and shipping services.

Firms interested in selling to the RPSO Singapore should send descriptive literature on their product line(s), including prices, to the Director, RPSO Singapore, American Embassy Singapore, FPO AP 96534-0001. Small, small minority-owned, and small women-owned businesses should indicate their size and ownership status when mailing product information to RPSO Singapore. While overseas posts, including RPSO Singapore, are not required by law to comply with U.S. domestic policy concerning Federal socioeconomic procurement preference programs, posts attempt to observe such policy where practicable.

### **Miami Regional Center**

The Miami Regional Center in Florida has a Regional Procurement Support Office (RPSO), which was recently established to support the purchasing needs of Latin American and Caribbean posts. For additional information, call 305-359-3765 or fax 305-359-3769, or send descriptive literature to Director, RPSO Miami, Miami Regional Center, 1650B S.W. 39th Street, Fort Lauderdale, FL 33315.

**Top Spending Posts for FY-1993**  
(extracted from *Competition Advocates' Report*)  
(in U.S. \$)

<b>Bonn</b>	<b>over 42 million</b>
<b>Paris</b>	<b>over 22 million</b>
<b>Tokyo</b>	<b>over 18 million</b>
<b>Bangkok</b>	<b>over 13 million</b>
<b>Cairo</b>	<b>over 12 million</b>
<b>Abidjan</b>	<b>over 11 million</b>
<b>Berlin</b>	<b>over 9 million</b>
<b>Rome</b>	<b>over 9 million</b>
<b>La Paz</b>	<b>over 8 million</b>
<b>Brussels</b>	<b>over 7 million</b>

**Posts That Issued Largest Number of Contract Actions**  
(exceeding \$25,000 during FY-1993)

**Bonn**  
**Paris**  
**Tokyo**  
**Cairo**  
**Bangkok**  
**Rome**  
**Brussels**  
**La Paz**  
**Abidjan**  
**Berlin**

More detailed information on post-specific statistical data is available in the Department of State's *Annual Competition in Contracting Report*. To receive a copy, contact the Competition Advocate on (703) 516-1686.

## **Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986**

In the Omnibus Diplomatic Security and Antiterrorism Act of 1986 (PL 99-399), Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations pursuant to the Department of State's Supplemental Diplomatic Security Program.

Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for U.S. contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Richard Natale at the following address:

Department of State  
A/FBO/AP/AD  
SA-6, Room L 600  
Washington, D.C. 20522-0604  
Telephone: (703) 875-6283

Any firm that has new or innovative technical security or electronic CM products, which could be used to enhance security at a U.S. Embassy abroad, may contact Ken Stanley at the following address:

Department of State  
DS/ST/CMP  
SA-10, 7th Floor  
Washington, D.C. 20522-1003  
Telephone: (202) 663-0704

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Robert Brittan of the Department's Physical Security Division at the address listed on page A-14.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction surveillance, and the like, should contact the following areas:

Department of State  
A/FBO/PE/CSM  
SA-6, Room 711  
Washington, D.C. 20522-0602  
Attn: David Roberts  
Telephone: (703) 516-1637

Department of State  
DS/PSD/CSB  
SA-6, 8th Floor  
Washington, D.C. 20522-0602  
Attn: Mr. Greg Starr  
Telephone: (703) 875-6562

For planning purposes, it is projected that during FY 94/95, architect/engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded: Kuwait, Kuwait; Paris, France; Tunis, Tunisia; Rio De Janeiro, Brazil; Tirane, Albania; Panama City, Panama; New Delhi, India; Tel Aviv, Israel; Vientiane, Laos; Bissau, Guinea-Bissau; Algiers, Algeria; Budapest, Hungary; Sofia, Bulgaria; Harare, Zimbabwe; Singapore, Singapore; and Berlin, Germany.

## **Notification of Metric Transition**

In 1975 and 1988, legislation was enacted that denoted the metric system of measurement as the preferred system of weights and measures for the United States Trade and Commerce. Furthermore, Executive Order 12770 promoted the use of the metric system of weights and measures through contracts, grants, and other other business-related activities to the extent economically feasible.

The metric system can provide substantial advantages to the Federal Government in its operations, and the Department of State, unique in its international mission and environment, has an important role to play in the Federal Government's transition.

Therefore, all employees of the Department, as well as those businesses that do business with the Department, are encouraged to participate in moving departmental functions to the metric system of weights and measures.

Any questions regarding the Department of State Metric Transition Program should be directed to Mr. John F. Black in the Office of the Procurement Executive.

# **U.S. Department of State Washington, D.C. 20520**

## **User-Office Contacts**

It is the Department of State's policy to maximize competition in contracting under applicable procurement regulations. Advertising and competition are mandated by these regulations. Consequently, the following user-office contacts are provided for program information only. Any questions regarding the competition in contracting practices of the Department should be directed to:

Mr. John F. Black  
Departmental Competition Advocate  
(Mailing Address)  
U.S. Department of State  
A/OPE/CA, Room 603, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 516-1686

### **Architectural, Engineering, and Design Services (Construction)**

- a. Office of Foreign Buildings  
Room L600, SA-6  
Ms. Patricia Regalo-Warren (Acquisitions) Telephone: (703) 875-6276
- b. Office of Small & Disadvantaged Business Utilization  
Room 633, SA-6  
Mr. Charles Mallett  
(Minority Business Coordinator) Telephone: (703) 875-6586

### **Audio-Visual Services and Products**

- a. Publishing Services Division  
Room B847, N.S.  
Ms. Rose Grover Telephone: (202) 647-4170
- b. General Services Division  
Room B-258, N.S.  
Mr. Richard Jimney Telephone: (202) 647-1634
- c. Foreign Service Institute (FSI/EX/AVF)  
Room F1328, SA-42  
Mr. Tom Bash Telephone: (703) 302-6788
- d. Bureau of Diplomatic Security (DS/PLD/TC)  
Room 380A, SA-11  
Ms. Brenda Sprague Telephone: (703) 204-6240

## **Building Interior Furnishings (Foreign)**

Office of Foreign Buildings

Room 1201, SA-6

Ms. Vivien Woofter

Telephone: (703) 875-6263

## **Building Maintenance and General Services (Domestic)**

(Includes labor services, local transportation services, etc.)

General Services Division

Room 1493, N.S.

Mr. John Silva (transportation)

Telephone: (202) 647-3628

Ms. Shirley Beard (labor services)

Telephone: (202) 647-3611

Office of Operations

### **a. Facilities Management and Support Services**

Room 1480, N.S.

Mr. Frank Bright

Telephone: (202) 647-6001

### **b. Safety Division**

Room 3800, N.S.

Mr. Stephen Urman

Telephone: (202) 647-4302

## **Building Maintenance and General Services (Foreign)**

Office of Foreign Buildings

Room L100 and L200, SA-6

Mr. James Schoonover

Telephone: (703) 875-7025

## **Building Materials/Supplies**

(Includes plumbing supplies, paint manufacturing, carpentry supplies, retrofit, industrial supplies, and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke (Moscow)

Room 1139, SA-6

Telephone: (703) 875-5796

Mr. Richard Natale

Room L600, SA-6

Telephone: (703) 875-6283

## **Cartographic Services**

Office of the Geographer

Room 8742, N.S.

Mr. William Wood

Telephone: (202) 647-2021

## **Catering Services**

Office of Protocol

Room 1238, N.S.

Mr. Harland Lee

Telephone: (202) 647-1700

## **Communication Equipment Services**

(Includes drafting, servicing communications equipment at U.S. Embassies, repair of UHF/VHF radio equipment, electronics training, etc.)

Office of Information Management/Special Operations  
(IM/SO/TO/MT)

Room 214, SA-21

Mr. Lee Rainer

Telephone: (703) 912-8350

Mr. John Dixon

Telephone: (703) 912-8441

## **Computer Supplies and Accessories**

Office of Information Management  
(IM/SO/DO/FADPC)

Room 12B63, N.S.

Mr. D. Barry Leonard

Telephone: (202) 647-7245

Mr. Edward Courlang

(Room 200, SA-29)

Telephone: (202) 647-7811

Office of Acquisition

Ms. Tai Lai Hoffman

Telephone: (703) 875-5815

## **Construction Services (Foreign)**

Office of Foreign Buildings

Room L600, SA-6

Mr. Thomas Farley (Const. Management)

Room 703, SA-6

Telephone: (703) 875-6300

Mr. Charles Mallett (Minority Coordinator)

Room 633, SA-6

Telephone: (703) 875-6586

## **Educational Materials/Supplies**

a. Office of Overseas Schools

Room 245, SA-29

Mr. Ernest N. Mannino

Telephone: (703) 875-7800

b. Foreign Service Institute

Rm. F2125, SA-42

Ms. Jyetta Oates

Telephone: (703) 302-7233

## **Electronic and Physical Security Services/Equipment**

(Includes security engineering, technical security, counter-terrorism, audio counter-measures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

**Bureau of Diplomatic Security**

SA-10, 8th floor

Mr. James Robertson

Telephone: (202) 663-0031

Mr. Robert Brittian

SA-6, Room 804

Telephone: (703) 875-6570

Mr. Tom Warren

SA-10, 7th Floor (DS/CMP/ES)

Telephone: (202) 663-0708

Mr. Robert Boyke

SA-7 (DS/PEL/DE)

Telephone: (703) 644-3330

**Engineering Services (Construction)**

Office of Foreign Buildings

Ms. Patricia Regalo-Warren

Room L600, SA-6

Telephone: (703) 875-6276

Mr. Harry Marinos (electrical)

Room 310C, SA-6

Telephone: (703) 875-6143

Mr. Robert Gardner (mechanical)

Room 324, SA-6

Telephone: (703) 875-6216

Mr. Sedat Asar (structural)

Room 343, SA-6

Telephone: (703) 875-6190

Office of Real Property Management, Design, and Construction Division  
(Domestic)

Mr. Mark Butowsky

Room 1878, N.S.

Telephone: (202) 647-3860

**Engineering Services (Non-Construction)**

a. Bureau of Diplomatic Security (DS/CMP/ES)

SA-10, 7th Floor

Mr. Jim Frank (Security R&D)

Telephone: (202) 663-0708

b. Office of Information Management/Special Operations

Room 214, SA-21

Mr. John Dixon

Telephone: (703) 912-8441

Mr. Lee Rainer

Telephone: (703) 912-8350

**Environmental Sciences (air, water, geotechnical, asbestos, etc.)**

**a. Office of Foreign Buildings Operations**

Mr. Greg Krisanda (overseas posts)

Room L 200, SA-6

Telephone: (703) 875-5742

**b. Office of Safety/Health and Environmental Management**

Mr. Stephen Urman

Room 1035, SA-1

Telephone: (202) 663-3230

**c. Office of Operations, Facilities, Management, and Support Services**

Mr. Frank Bright

Room 1480, N.S.

Telephone: (202) 647-6001

**Furnishings and Appliances, Office and Household\***

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofter

Telephone: (703) 875-6263

**Information Management Support Services**

**a. Office of Information Management**

Mr. Edward Courlang

(SA-29, Room 200)

Telephone: (703) 875-7811

Mr. David Ames

(Room 12B63, N.S.)

Telephone: (202) 647-7245

Mr. Yang Kim

(SA-29, Room 200)

Telephone: (703) 875-7771

Mr. Robert Obenstine

(Room 12B63 N.S.)

Telephone: (202) 647-7528

**b. Bureau of Consular Affairs**

Room W711, SA-1

Mr. Alan Dahl

Telephone: (202) 663-1121

**c. Office of Passport Services**

Room 338, SA-17

Ms. Agnes Liptak

Telephone: (202) 326-6146

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\*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Ms. Dorothy Ledger at (703) 875-6023.

- d. Foreign Service Institute  
Room F3313, SA-42  
Ms. Linda Coble Telephone: (703) 302-6755
- e. Bureau of Diplomatic Security  
SA-10, 6th floor (DS/OA/SYS)  
Ms. Joan Lewis Telephone: (202) 663-0416
- f. Office of Financial Management, System Development,  
and Maintenance Division (FM/FS/DM)  
SA-15, Room 4520  
Ms. Cecelia Holson Telephone: (703) 875-6912
- g. Office of Information Resources Management (S/S-IRM/SMD)  
Room 7530  
Mr. Kenneth Matthiesen Telephone: (202) 647-0867
- h. Office of Information Management - Migration (IM/MIG)  
Room 406, SA-5  
Mr. Michael Washburn Telephone (202) 736-9174

#### **International Political and Economic Affairs and Social Science Research**

Bureau of International Narcotics Matters  
Room 7334, N.S.  
Mr. Tim Henderson Telephone: (202) 647-1918

#### **Labor Services**

General Services Division  
Room 1493, N.S.  
Ms. Shirley Beard Telephone: (202) 647-3611

#### **Language/Translation Services**

Office of Language Services  
Room 2214, N.S.  
Mr. Harry Obst Telephone: (202) 647-1528

#### **Library/Subscription Services**

Office of Information Services/Library  
Room 3239, N.S.  
Ms. Alpha Rose\*\* Telephone: (202) 647-1875

## **Machine and Equipment Maintenance/Repair (other than ADP)**

Office of Operations  
Room 1480, N.S.  
Mr. Frank Bright

Telephone: (202) 647-6001

## **Medical Services/Supplies**

Medical Services  
Room 2906, N.S.  
Mr. Elmer R. Higgs

Telephone: (202) 647-3616

## **Mental Health Care/Services**

Office of Medical Services  
Employee Services Division  
Room 3243, N.S.  
Ms. Anne Weiss

Telephone: (202) 647-4929

## **Microfilming/Micrographics**

Office of Information Services/Records Management Staff  
(IM/IS/RA/RM)  
Room B238A, N.S.  
Mr. John Cruce

Telephone: (202) 647-7123

## **Networking/Telecommunications**

Diplomatic Telecommunications Program Office  
(DTS/PO/Admin/ACQ)  
SA-34  
Mr. Victor White

Telephone: (703) 912-8108

Digital Systems Programs (SO/DO/DSP)  
Room 2921, N.S.  
Mr. Robert Bubniak (domestic)

Telephone: (202) 647-4300

Mr. John Dixon, Tele. Systems (overseas)

Telephone: (703) 912-8441

## **Overseas Employee Associations\***

Manufacturers and distributors interested in selling wholesale grocery products, exchange items, and recreational supplies to U.S. Employee Associations overseas should contact:

Ms. Diane DeVivo, Director  
Office of Commissary and Recreation Affairs (A/OPR/ST/CR)  
Room 600, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6078  
FAX (703) 875-6105

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**\*\*Manages Department's Commercial Library Program.**

(See page A-23 for a list of State Department Foreign Service posts having U.S. Employee Associations. Those posts annotated with an asterisk (\*) have U.S. Employee Associations.)

**Publishing, Printing, Reproduction  
Equipment/Supplies, and Editorial Services**

**a. Office of Information Services**

Room 1758, N.S.

Mr. Howard Gadsick

Telephone: (202) 647-2517

Mr. Gregory Liverpool

Telephone: (202) 647-8662

**Recycled Products (Construction and Janitorial Supplies Only)**

**a. Office of Facilities Management and Support Services (OPR/FMSS)**

Room 1481, N.S.

Mr. Calvin Dubose

Telephone: (202) 647-6003

**Safety and Rescue Equipment**

**a. Bureau of Diplomatic Security (DS/CMP/SDE)**

SA-10, 7th Floor

Mr. Jim Frank

Telephone: (202) 633-0722

**b. Office of Foreign Buildings**

Room L100, SA-6

Mr. Bruce Sincox

Telephone: (703) 875-6983

**Small Purchases\***

Office of Acquisition

Room 528, SA-6

Ms. Millie Pugliese (small purchases branch  
and Foreign Service branch)

Telephone: (703) 516-1711

Computer Supplies and Accessories

Ms. Tai Li Hoffman

Telephone: (703) 875-5815

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\* CR conducts one Conference/Trade Show each year, rotating their sites between each of the Department's five Regional Bureaus. For information regarding future Conference/Trade Shows, please contact Mr. Clint Kiser:

Office of Commissary and Recreation Affairs

A/OPR/ST/CR

State Annex 6 , Room 600

U.S. Department of State

Washington, D.C. 20522-0602

Tel: (703) 875-6088

FAX: (703) 875-6105

**Carpeting/Draperies**

Ms. Betty Thomas

Telephone: (703) 875-6015

**Furniture**

Ms. Betty Thomas

Telephone: (703) 875-6015

Mr. Neil Reilly

Telephone: (703) 875-6021

**Training\*\***

- a. Office of Civil Service Career  
Development and Assignments  
Room 2429, N.S.

Ms. Theresa A. Manly

Telephone: (202) 647-7252

- b. Office of Equal Employment Opportunity and Civil Rights  
Room 4216, N.S.

Ms. Azucena Vasquez

Telephone: (202) 647-9040

- c. Foreign Service Institute  
National Foreign Affairs Training Center  
Room F2210, SA-42

Telephone: (703) 302-7141

Mr. Gary D. Crawford (Language)

Telephone: (703) 302-7242

Ms. Christine Fulena  
(Clerical/Administrative)

Telephone: (703) 302-4140

Mr. Richard Jackson (Area Studies)  
SA-42, Room F3422

Telephone: (703) 302-6858

Ms. Colleen Lewis (Contracting Officer)  
SA-42, Rm. F2125

Telephone: (703) 302-6774

- d. Office of Information Management (IM/TE/OT)  
P.O. Box 3050

Warrenton, VA 22186

Mr. Richard Kwiatkowski

Telephone: (703) 557-1834

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\*The Office of Acquisition's Foreign Service Contracts and Procurement Branch (FSCP) serves as a liaison between vendors and the Department's Foreign Service posts. Vendors seeking to market embassies in specific geographic regions may do so directly, using the list beginning on page A-25, or may contact the following small purchase agents:

Ruby Green

(703) 875-5816

Millie Pugliese

(703) 875-1711

\*\*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Leutrell Osborne, Director, OSDDBU, at OPM on (202) 606-2180 for information.

e. Bureau of Diplomatic Security  
Room 320A, SA-11  
Mr. David Haas

Telephone: (703) 204-6188

**Transportation/Packing/Shipping/Storage (Household Effects)**

a. Office of Transportation  
Room 1056, N.S.  
Mr. Ed Davis

Telephone: (202) 647-4091

Mr. Harry Lundy (Contracts)

Telephone: (703) 875-6014

\* \* \* \* \*

**For further information contact:**

Mrs. Durie White  
Operations Director, Office of Small and Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6824

Mr. Gregory Mayberry  
Associate Operations Director, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6823

Mr. Charles Mallett  
A/SDBU/FBO  
Rm. 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6586

Ms. Linda Taylor  
Procurement Analyst, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 516-1953

Mr. Anthony Jones  
Procurement Analyst, Office of Small and  
Disadvantaged Business Utilization  
Room 633, SA-6  
Washington, D.C. 20522-0602

Telephone: (703) 875-6822

# Department of State

## General Services and Administrative Officers

<u>Bureau</u>	<u>Title</u>	<u>Telephone</u>	<u>Room</u>	<u>Zip Code</u>
A/EX	Administrative Officer	202-647-8883	3800, M.S.	20520-6310
A/FBO/RMO	Administrative Officer	703-875-6353	1304, SA-6	20522-0602
A/IM/OIA	Administrative Officer	202-736-4200	2428, M.S.	20520-6310
AF/EX	Administrative Officer	202-647-1359	3517, M.S.	20520-3430
ARA/EX	Administrative Officer	202-647-2794	3260, M.S.	20520-6258
CA/EX	General Services Officer	202-647-5730	4820, M.S.	20520-4818A
DS/EX	General Services Officer	202-663-0049	8th Fl, SA-10	20522-1003
EAP/EX	General Services Officer	202-647-6133	4313A, M.S.	20520-6310
EB/EX	General Services Officer	202-647-1480	6820, M.S.	20520-5818
EUR/EX	General Services Officer	202-647-5955	5428, M.S.	20520-6511
H	Administrative Officer	202-647-1903	7261, M.S.	20520-7261A
INM/C	General Services Officer	202-647-4867	3418, M.S.	20520-7310
INR/EX	General Services Officer	202-647-2503	6641, M.S.	20520-6510
IO/EX	General Services Officer	202-647-9326	1509, M.S.	20520
L/EX	Administrative Officer	202-647-8323	5519, M.S.	20520-6417
M/FMP/EX	Administrative Officer	202-647-8675	1328, M.S.	20520
M/FSI/EX	General Services Officer	703-302-6729	F2205, SA-42	22204-1500
M/MED/EX	General Services Officer	202-647-3617	2906, M.S.	20520-2256
M/OFM/AO	Administrative Officer	703-895-5311	358, SA-33	20522
NEA/SA/EX	Administrative Officer	202-647-3269	4245, M.S.	20520-6258
OES/EX	Administrative Officer	202-736-7374	7821, M.S.	20520-7818
OIG/PM/EX	Administrative Officer	202-647-7091	6825, M.S.	20520
PER/EX	Administrative Officer	202-647-5824	3811, M.S.	20520-2810
PM/EX	General Services Officer	202-647-1110	3527, M.S.	20520-7320
RP/EX	General Services Officer	202-663-1009	1251, SA-1	20520-0112
S/CPR/EX	Administrative Officer	202-647-1702	1238, M.S.	20520-1238
S/S/EX	General Services Officer	202-647-7457	7511A, M.S.	20520-7512

## **Mailing Address Form**

The APO and in-country address(s) for overseas posts are published in the *Key Officers of Foreign Service Posts* booklet (Department of State Publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office, using the order form on page E-1.

## State Department Foreign Service Posts

(Those posts annotated with an asterisk (\*) operate Overseas Employee Associations)

Location of Office	Type of Office
Abidjan, Cote d'Ivoire*	Embassy
Abu Dhabi, United Arab Emirates	Embassy
Accra, Ghana*	Embassy
Adana, Turkey	Consulate
Addis Ababa, Ethiopia*	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria*	Embassy
Almaty, Kazakhstan	Embassy
Amman, Jordan*	Embassy
Amsterdam, Netherlands	Consulate General
Ankara, Turkey*	Embassy
Antananarivo, Madagascar*	Embassy
Apia, Western Samoa	Embassy
Ashgabat, Turkmenistan	Embassy
Asuncion, Paraguay*	Embassy
Athens, Greece*	Embassy
Auckland, New Zealand	Consulate General
Baghdad, Iraq*	Embassy
Baku, Azerbaijan	Embassy
Bamako, Mali*	Embassy
Bandar Seri Begawan, Brunei	Embassy
Bangkok, Thailand*	Embassy
Bangui, Central Arab Republic	Embassy
Banjul, The Gambia*	Embassy
Barcelona, Spain	Consulate General
Barranquilla, Colombia	Consulate
Beijing, China*	Embassy
Beirut, Lebanon	Embassy
Belfast, Northern Ireland, U.K.	Consulate General
Belgrade, Yugoslavia*	Embassy
Belize City, Belize	Embassy
Berlin, Federal Rep. of Germany	Branch Office
Bern, Switzerland	Embassy
Bilbao, Spain	Consulate
Bishkek, Kyrgyzstan	Embassy
Bissau, Guinea-Bissau	Embassy

Bogota, Colombia*	Embassy
Bombay, India	Consulate General
Bonn, Federal Rep. of Germany* †	Embassy
Bordeaux, France	Consulate General
Bosnia-Herzegovina, Austria	Embassy
Brasilia, Brazil*	Embassy
Bratislava, Slovak Republic	Embassy
Brazzaville, Congo*	Embassy
Bridgetown, Barbados*	Embassy
Brisbane, Australia	Consulate
Brussels, Belgium*	Embassy
Brussels, Belgium	USNATO
Bucharest, Romania*	Embassy
Budapest, Hungary*	Embassy
Buenos Aires, Argentina*	Embassy
Bujumbura, Burundi*	Embassy
Cairo, Egypt*	Embassy
Calcutta, India	Consulate General
Calgary, Canada	Consulate General
Canberra, Australia*	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela*	Embassy
Casablanca, Morocco	Consulate General
Cebu, Philippines	Consulate
Chengdu, China	Consulate General
Chiang Mai, Thailand	Consulate General
Chisinau, Moldova	Embassy
Ciudad Juarez, Mexico	Consulate General
Colombo, Sri Lanka*	Embassy
Conakry, Guinea*	Embassy
Copenhagen, Denmark*	Embassy
Cotonou, Benin*	Embassy
Curacao, Netherlands Antilles	Consulate General
Dakar, Senegal*	Embassy
Damascus, Syria*	Embassy
Dar Es Salaam, Tanzania*	Embassy
Dhahran, Saudi Arabia*	Consulate General
Dhaka, Bangladesh*	Embassy
Djibouti, Djibouti*	Embassy
Doha, Qatar	Embassy
Douala, Cameroon	Consulate

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†Embassy/Bonn has a Regional Procurement Support Operation (RPSO). Product information should be directed to the Contracting Officer, Mr. John Stever.

Dubai, United Arab Emirates	Consulate General
Dublin, Ireland*	Embassy
Durban, South Africa	Consulate General
Dushanbe, Tajikistan	Embassy
Edinburgh, Scotland, U.K.	Consulate General
Florence, Italy	Consulate General
Frankfurt Am Main, Federal Rep. of Germany*	Consulate General
Freetown, Sierra Leone*	Embassy
Fukuoka, Japan	Consulate
Gaborone, Botswana*	Embassy
Geneva, Switzerland*	Branch and Mission Offices
Genoa, Italy	Consulate General
Georgetown, Guyana*	Embassy
Guadalajara, Mexico*	Consulate General
Guangzhou, China	Consulate General
Guatemala City, Guatemala*	Embassy
Guayaquil, Ecuador	Consulate General
Hague, The Netherlands	Embassy
Halifax, Canada	Consulate General
Hamburg, Federal Rep. Germany*	Consulate General
Hamilton, Bermuda	Consulate General
Harare, Zimbabwe	Embassy
Havana, Cuba	USINT
Helsinki, Finland*	Embassy
Hermosillo, Mexico	Consulate
Hong Kong, Hong Kong*	Consulate General
Islamabad, Pakistan*	Embassy
Istanbul, Turkey*	Consulate General
Izmir, Turkey	Consulate General
Jakarta, Indonesia*	Consulate General
Jeddah, Saudi Arabia*	Consulate General
Jerusalem, Jerusalem	Consulate General
Johannesburg, South Africa	Consulate General
Kaduna, Nigeria	Consulate General
Kampala, Uganda*	Embassy
Karachi, Pakistan*	Consulate General
Kathmandu, Nepal*	Embassy
Kavala, Greece* (relay)	
Khartoum, Sudan*	Embassy
Kiev, Ukraine	Embassy
Kigali, Rwanda*	Consulate General
Kingston, Jamaica*	Embassy

Kinshasa, Zaire*	Embassy
Kolonia, Micronesia	Embassy
Koror, Palau	USLO
Krakow, Poland	Consulate General
Kuala Lumpur, Malaysia*	Embassy
Kuwait, Kuwait*	Embassy
La Paz, Bolivia*	Embassy
Lagos, Nigeria*	Embassy
Lahore, Pakistan*	Consulate General
Leipzig, Federal Rep. of Germany	Consulate General
Liberia (relay)	
Libreville, Gabon	Embassy
Lilongwe, Malawi*	Embassy
Lima, Peru*	Embassy
Lisbon, Portugal*	Embassy
Lome, Togo*	Embassy
London, England, U.K.*	Embassy
Luanda, Angola	USLO
Lubumbashi, Zaire	Consulate General
Lusaka, Zambia*	Embassy
Luxembourg, Luxembourg	Embassy
Madras, India*	Consulate General
Madrid, Spain*	Embassy
Majuro, Marshall Islands	Embassy
Malabo, Equatorial Guinea	Embassy
Managua, Nicaragua*	Embassy
Manama, Bahrain	Embassy
Manila, Philippines	Embassy
Maputo, Mozambique	Embassy
Maracaibo, Venezuela	Consulate
Marseille, France	Consulate General
Martinique, French Caribbean Dept.	Consular Agency
Maseru, Lesotho	Embassy
Matamoros, Mexico	Consulate
Mazatlan, Mexico	Consulate
Mbabane, Swaziland	Embassy
Medan, Indonesia	Consulate General
Melbourne, Australia	Consulate General
Merida, Mexico	Consulate
Mexico City, D.F., Mexico*	Embassy
Milan, Italy	Consulate General
Minsk, Belarus	Embassy
Mogadishu, Somalia*	Embassy
Mombasa, Kenya	Consulate
Monrovia, Liberia*	Embassy

Monterrey, Mexico	Consulate General
Montevideo, Uruguay*	Embassy
Montreal, Canada*	Consulate General,
ICAO	
Moscow, Russia*	Embassy
Munich, Federal Rep. of Germany	Consulate General
Muscat, Oman*	Embassy
Nagoya, Japan	Consulate
N'Djamena, Chad*	Embassy
Naha, Japan	Consulate General
Nairobi, Kenya*	Embassy, UNEP
Naples, Italy	Consulate General
Nassau, Bahamas*	Embassy
New Delhi, India*	Embassy
New York, N.Y.	USUN
Niamey, Niger*	Embassy
Nicosia, Cyprus*	Embassy
Nouakchott, Mauritania*	Embassy
Nuevo Laredo, Mexico	Consulate
Oran, Algeria	Consulate
Osaka-Kobe, Japan	Consulate General
Oslo, Norway*	Embassy
Ottawa, Canada*	Embassy
Ouagadougou, Burkina Faso*	Embassy
Palermo, Italy	Consulate General
Panama City, Panama*	Embassy
Paramaribo, Suriname*	Embassy
Paris, France*	Embassy, UNESCO, USOECD
Perth, Australia	Consulate General
Peshawar, Pakistan*	Consulate
Philippines (relay)	
Phnom Penh, Cambodia	Embassy
Ponta Delgada, Azores, Portugal	Consulate
Port-au-Prince, Haiti*	Embassy
Port Louis, Mauritius	Embassy
Port Moresby, Papua New Guinea	Embassy
Porto Alegre, Brazil	Consulate
Port-of-Spain, Trinidad and Tobago*	Embassy
Poznan, Poland	Consulate
Prague, Czech Republic*	Embassy
Praia, Cape Verde	Embassy
Pretoria, South Africa*	Embassy
Pusan, Korea	Consulate
Quebec, Canada	Consulate General

Quito, Ecuador*	Embassy
Rabat, Morocco*	Embassy
Rangoon, Burma*	Embassy
Recife, Brazil	Consulate
Reykjavik, Iceland	Embassy
Rhodes, Greece (relay)	
Riga, Latvia	Embassy
Rio de Janeiro, Brazil*	Consulate General
Riyadh, Saudi Arabia*	Embassy
Rome, Italy*	Embassy, FODAG
St. George's, Grenada	Embassy
St. Johns, Antigua and Barbuda	Embassy
St. Petersburg, Russia	Consulate General
San Jose, Costa Rica*	Embassy
San Salvador, El Salvador*	Embassy
Sanaa, Yemen Arab Republic*	Embassy
Santiago, Chile*	Embassy
Santo Domingo, Dominican Republic*	Embassy
Sao Paulo, Brazil*	Consulate General
Sapporo, Japan	Consulate General
Sarajevo, Bosnia-Herzegovina	Embassy
Seoul, Korea*	Embassy
Shanghai, China*	Consulate General
Shenyang, China*	Consulate General
Singapore, Singapore*	Embassy
Sofia, Bulgaria*	Embassy
Stockholm, Sweden*	Embassy
Strasbourg, France	Consulate General
Stuttgart, Federal Rep. of Germany	Consulate General
Surabaya, Indonesia	Consulate General
Suva, Fiji*	Embassy
Sydney, Australia	Consulate General
Tallinn, Estonia	Embassy
Tashkent, Uzbekistan	Embassy
Tbilisi, Georgia	Embassy
Tegucigalpa, Honduras*	Embassy
Tel Aviv, Israel*	Embassy
Thessaloniki, Greece*	Consulate General
Tijuana, Mexico	Consulate General
Tirana, Albania	Embassy
Tokyo, Japan*	Embassy
Toronto, Canada*	Consulate General
Tunis, Tunisia*	Embassy
Udon, Thailand	Consulate

Ulaanbaatar, Mongolia	Embassy
Valletta, Malta	Embassy
Vancouver, Canada	Consulate General
Vatican City, The Holy See	Embassy
Victoria, Seychelles	Embassy
Vienna, Austria*	Embassy, UNVIE
Vientiane, Laos*	Embassy
Vilnius, Lithuania	Embassy
Vladivostok, Russia	Consulate General
Warsaw, Poland	Embassy
Washington, D.C.	USOAS
Wellington, New Zealand*	Embassy
Windhoek, Namibia	Embassy
Yaounde, Cameroon*	Embassy
Yerevan, Armenia	Embassy
Zagreb, Croatia	Embassy
Zurich, Switzerland	Consulate General

### Abbreviations and Symbols

USNATO	United States Mission to the North Atlantic Treaty
USINT	United States Interests Section
USLO	United States Liaison Office
ICAO	International Civil Aviation Organization
UNEP	United Nations Environment Program
USUN	United States Mission to the United Nations
UNESCO	United Nations Educational, Scientific, and Cultural Organizations
USOECD	United States Mission to the Organization for Economic Cooperation and Development
FODAG	Food and Agriculture Organizations
UNVIE	United States Mission to International Organizations in Vienna
USOAS	United States Mission to the Organization of American States



## **Section B**

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**



## **Memo to Small, Disadvantaged, and Female (SD&F) Business Owners**

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged, and female-owned business firms locally, nationally, and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration that have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Standard Industrial Classification (SIC) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more supplies and services in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from office furniture and furnishings to software and maintenance of hardware, communications, and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance, and international affairs research.

In recent months, the Department has extended SD&F firm participation in its acquisitions beyond the continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be awarded to qualified small, disadvantaged, and female-owned businesses.

Whenever a conference is held by the Department of State, a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help, and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number, the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm. If you are a participant in the Small Business Administration's 8(a) Business Development Program, please also complete the Profile sheet on page B-4.

When complete, please remit to:

Small/Minority Business Enterprise  
Coordinator  
A/SDBU, Room 633, SA-6  
Department of State  
Washington, D.C. 20522-0602

If there are any questions, please call Durie N. White (703) 875-6824, Gregory Mayberry (703) 875-6823, or Linda Taylor on (703) 516-1953. Thank you for your interest in being of service to the Department of State.

Sincerely,

Durie N. White  
Operations Director  
Office of Small  
and Disadvantaged  
Business Utilization

Enclosure:

Vendor File Data Sheet

## Vendor Survey Form

Contractor Establishment Code Number (9 Digits)\* \_\_\_\_\_  
Company Name \_\_\_\_\_  
Parent Company CEC (if applicable) \_\_\_\_\_  
Street Address \_\_\_\_\_  
Telephone Number (9991234567) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
Country \_\_\_\_\_  
Company Contact \_\_\_\_\_

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
Female-Owned Business**	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

Product or service code(s) covering the types of goods or services provided. (Should this information not be available, please indicate below the type of goods or services provided by your firm.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIC (Standard Industrial Codes): \_\_\_\_\_

\_\_\_\_\_  
\*For contractors who do not have a Contractor Establishment Code (C.E.C.), contact Dun and Bradstreet to obtain a DUNS number at (215) 882-7748. The Government may then convert your DUNS number to a C.E.C., if required by the individual Federal agency.

\*\*For Female-owned business, number 1 is used to indicate an affirmative reply and number 2 for a negative reply.

# Corporate Profile

(To be completed only by 8(a) Firms)

8(a) FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRIMARY SIC \_\_\_\_\_  
SECONDARY SICs \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PRINCIPAL'S NAME & TITLE: \_\_\_\_\_

DATE FIRM STARTED: \_\_\_\_\_

FIRM'S PROJECTION OF TOTAL SALES FOR 1993: \$ \_\_\_\_\_

BONDING CAPACITY: SINGLE JOB \$ \_\_\_\_\_  
(If Applicable) AGGREGATE \$ \_\_\_\_\_

	ANNUAL SALES	LARGEST SINGLE CONTRACT
1990	\$ _____	\$ _____
1991	\$ _____	\$ _____
1992	\$ _____	\$ _____

AVERAGE NUMBER OF EMPLOYEES: \_\_\_\_\_

STATEMENT OF PRIMARY PRODUCT OR TYPE(S) OF SERVICES:

MAJOR ACCOMPLISHMENTS/PAST CONTRACTS:

RESOURCES AVAILABLE:

PROFESSIONAL REFERENCES:

Doc. FORM 132

# **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

## **Directory of Directors and Women in Business Representatives (WIBR)**

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

### **Departments**

### **Women in Business Representatives**

Department of Agriculture  
14th & Independence Ave., S.W.  
Room 127W  
Washington, D.C. 20250  
Telephone: (202) 720-7117  
FAX: (202) 720-3001  
Attn: Ms. Belinda Ward  
Acting Director, OSDBU

Ms. Belinda Ward  
(202) 720-7117

Department of the Air Force  
The Pentagon—Room E271  
Washington, D.C. 20330-1000  
Telephone: (202) 697-1950  
FAX: (703) 614-9266  
Attn: Mr. Anthony DeLuca  
Director, OSDBU

Mr. Patrick Heller  
(703) 697-1950

Department of the Army  
The Pentagon—Room 2A712  
Washington, D.C. 20310-0106  
Telephone: (703) 695-9800  
FAX: (703) 693-3898  
Attn: Mr. Daniel R. Gill  
Director, OSDBU

Lt. Col. Carrol Terry  
(703) 697-2868

Department of Commerce  
14th Street & Constitution Ave., N.W.  
Room 6411  
Washington, D.C. 20230  
Telephone: (202) 482-1472  
FAX: (202) 482-0501  
Attn: Mr. James Maruca  
Director, OSDBU

Ms. Brenda Black  
(202) 482-1472

## Departments

Department of Defense  
The Pentagon—Room 2A340  
Washington, D.C. 20301-3061  
Telephone: (703) 614-1151  
FAX: (703) 693-7014  
Attn: Mr. Horace Crouch  
Director, OSDDBU

Department of Education  
400 Maryland Avenue, S.W.  
Room 3120, ROB-3  
Washington, D.C. 20202-0521  
Telephone: (202) 708-9820  
FAX: (202) 401-6477  
Attn: Mr. Daniel Levin  
Director, OSDDBU

Department of Energy (BU-1)  
1000 Independence Ave., S.W.  
Washington, D.C. 20585  
Telephone: (202) 254-5583  
FAX: (202) 254-3989  
Attn: Mr. Leonel Miranda  
Director, OSDDBU

Department of Health and Human  
Services  
200 Independence Ave., S.W.  
Room 517D  
Washington, D.C. 20201  
Telephone: (202) 690-7300  
FAX: (202) 690-8772  
Attn: Mr. Verl Zanders  
Acting Director, OSDDBU

Department of Housing and Urban  
Development  
7th & D Streets, S.W.  
Room 10232  
Washington, D.C. 20410  
Telephone: (202) 708-1428  
FAX: (202) 708-7642  
Attn: Mr. Rosevelt Jones  
Acting Director, OSDDBU

## Women in Business Representatives

Mr. Tim Foreman  
(703) 697-1481

(vacant)  
Call Director

Ms. Brenda DeGraffenreid  
(202) 254-5602

Ms. Angel Graves  
(202) 690-6670

Mr. Clarence White  
(202) 708-1428

## Departments

Department of the Interior  
18th & C Streets, N.W.  
Room 2727  
Washington, D.C. 20240  
Telephone: (202) 208-3493  
FAX: (202) 208-5048  
Attn: Mr. Kenneth T. Kelly  
Director, OSDDBU

Department of Justice  
Ariel Rios Building  
12th & Penn. Avenue  
Room 3235  
Washington, D.C. 20530  
Telephone: (202) 616-0521  
FAX: (202) 616-1717  
Attn: Mr. Joseph Ken Bryan  
Director, OSDDBU

Department of Labor  
200 Constitution Ave., N.W.  
Room S-1004  
Washington, D.C. 20210  
Telephone: (202) 219-9148  
FAX: (202) 219-9167  
Attn: Ms. June Robinson  
Director, OSBMA

Department of the Navy  
Building 5, Crystal Plaza  
Room 120  
Washington, D.C. 20360-5000  
Telephone: (703) 602-2695  
FAX: (703) 602-2477  
Attn: Mr. Don Hathaway  
Director, OSDDBU

Department of State  
Room 633, SA-6  
Washington, D.C. 20522-0602  
Telephone: (703) 875-6824  
FAX: (703) 875-6825  
Attn: Mrs. Durie White  
Operations Director, OSDDBU

## Women in Business Representatives

Ms. Doris Sanford  
(202) 208-7437

Ms. Eleanor Geary  
(202) 616-0521

Ms. Katherine Lee  
(202) 219-9151

Ms. Janet Koch  
(703) 602-2695

Mr. Gregory Mayberry  
(703) 875-6823

## **Departments**

## **Women in Business Representatives**

Department of Transportation  
400 - 7th Street, S.W., Room 9410  
Washington, D.C. 20590  
Telephone: (202) 366-1930  
FAX: (202) 366-7228  
Attn: Ms. Luz A. Hopewell  
Acting Director, OSDBU

Ms. Pat L. Hodge  
(202) 366-1902

Department of the Treasury  
15th & Pennsylvania Ave., N.W.  
Room 6100 Annex  
Washington, D.C. 20220  
Telephone: (202) 622-0530  
FAX: (202) 622-2273  
Attn: Ms. Debra E. Sonderman  
Assistant Director, OSDBU

(vacant)  
(202) 566-5704

Department of Veterans Affairs  
810 Vermont Ave., N.W.  
Room 310  
Washington, D.C. 20420  
Telephone: (202) 376-6996  
FAX: (202) 233-4952  
Attn: Mr. Scott Denniston  
Director, OSDBU (005SB)

Ms. Mary Ella Stormant  
(202) 376-6996

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

## **Independent Agencies**

ACTION  
1100 Vermont Ave., N.W.  
Suite 2101  
Washington, D.C. 20525  
Telephone: (202) 606-5150  
FAX: (202) 606-5126  
Attn: Ms. Margaret McHale  
Contract Specialist  
Women in Business

Ms. Jean McCamley  
(202) 606-4812

## Departments

## Women in Business Representatives

Agency for International Development  
TT-2, Room 1400A  
Washington, D.C. 20523-1414  
Telephone: (703) 875-1551  
FAX: (703) 875-1862  
Attn: Mr. Ivan Ashley  
Director, OSDDBU

Ms. Betty Briscoe  
(703) 875-1551

Defense Logistics Agency  
Cameron Station, Room 4C112  
Alexandria, VA 22304-6100  
Telephone: (703) 274-6471  
FAX: (703) 274-0565  
Attn: Mr. Lloyd C. Alderman  
Director, OSDDBU

Mr. Anthony Kudders  
(703) 274-6977

Environmental Protection Agency  
401 M Street, S.W. Code A-149C  
Washington, D.C. 20460  
Telephone: (703) 305-7777  
FAX: (703) 305-6462  
Attn: Mr. Leon H. Hampton  
Director, OSDDBU

Ms. Margie Wilson  
(703) 305-7305

Executive Office of the President  
Room 5001, NEOB  
Washington, D.C. 20500  
Telephone: (202) 395-3314  
FAX: (202) 395-3982  
Attn: Ms. Thelma Toler  
Director, OSDDBU

Export-Import Bank of the U.S.  
811 Vermont Ave., N.W.  
Room 1031  
Washington, D.C. 20571  
Telephone: (202) 566-8951  
FAX: (202) 566-7524  
Attn: Ms. Helen H. Wall  
Director, OSDDBU

## **Departments**

## **Women in Business Representatives**

**Federal Trade Commission**  
6th & Pennsylvania Avenue N.W.  
Room 706  
Washington, D.C. 20580  
Telephone: (202) 326-2258  
FAX: (202) 326-2050  
Attn: Ms. Jean Sefchick  
Director, OSDBU

**Ms. Barbara Lorette**  
(202) 326-2260

**General Services Administration**  
18th and F Streets, N.W.  
Room 6029  
Washington, D.C. 20405  
Telephone: (202) 501-1021  
FAX: (202) 208-5938  
Attn: Ms. Mirinda Jackson  
Acting Director, OSDBU

**Ms. Joan Fletcher**  
(202) 501-1021

**Interstate Commerce Commission**  
12th and Constitution Ave., N.W.  
Room 3119  
Washington, D.C. 20423  
Telephone: (202) 927-7597  
FAX: (202) 927-5158  
Attn: Mr. Dan King  
Acting Director, Office of  
Public Assistance

**Mr. Dan King**  
(202) 927-7597

**National Aeronautics and Space  
Administration**  
300 E St., S.W.  
Room 1T70  
Washington, D.C. 20546  
Telephone: (202) 358-2088  
FAX: (202) 358-3261  
Attn: Mr. Ralph Thomas, III  
Director, OSDBU

**Mr. Eugene D. Rosen**  
(202) 358-2088

**National Science Foundation**  
1800 G Street, N.W.  
Room 1250-I  
Washington, D.C. 20550  
Telephone: (202) 653-5335  
FAX: (202) 653-7699  
Attn: Mr. Donald Senich  
Director, OSDBU

**Ms. Carolyn Smith**  
(202) 653-5202

## **Departments**

Nuclear Regulatory Commission  
Room 7217, MNBB  
Washington, D.C. 20555  
Telephone: (301) 492-4665  
FAX: (301) 492-8185  
Attn: Mr. Vandy L. Miller  
Director, OSDDBU

Office of Personnel Management  
1900 E Street, N.W.  
Room 2351  
Washington, D.C. 20415  
Telephone: (202) 606-2180  
FAX: (202) 606-5055  
Attn: Mr. Leutrell Osborne  
Director, SB/TA

Railroad Retirement Board  
2000 L Street, N.W., Suite 558  
Washington, D.C. 20036  
Telephone: (202) 653-9540  
FAX: (202) 653-9538  
Attn: Mr. John C. Ficerai  
Director, OSDDBU

Smithsonian Institution  
915 L'Enfant Plaza, S.W.  
Washington, D.C. 20560  
Tel. (202) 287-3508  
FAX (202) 287-3492  
Attn: Mr. Mauricio P. Vera  
Program Manager, OSDDBU

U.S. Information Agency—M/O  
330 C St., S.W.  
Room 1611, HHS-S Building  
Washington, D.C. 20547  
Telephone: (202) 205-5404  
FAX: (202) 401-2410  
Attn: Ms. Georgia Hubert  
Director, OSDDBU

## **Women in Business Representatives**

Mr. Harris Coleman  
(301) 492-4665

(vacant)  
Call Director

## **Departments**

U.S. Postal Service  
475 L'Enfant Plaza West, S.W.  
Room 3641  
Washington, D.C. 20260-5616  
Telephone: (202) 268-6578  
FAX: (202) 268-6573  
Attn: Mr. Richard J. Hernandez  
Director, OSDBU

## **Women in Business Representatives**

Mr. Richard J. Hernandez,  
CPCM  
(202) 268-6578

## **Other Liaison Offices**

Office of Federal Procurement Policy  
725 17th Street, N.W.  
Room 9025  
Washington, D.C. 20503  
Telephone: (202) 395-6168  
FAX: (202) 395-5105  
Attn: Mr. Robert Neal  
Deputy Associate Administrator  
for Policy Development

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5053  
Washington, D.C. 20230  
Telephone: (202) 482-5061  
FAX: (202) 482-5117  
Attn: Mr. Gilbert Colon  
Director

Minority Business Development Agency  
U.S. Department of Commerce  
14th & Constitution Avenue, N.W.  
Room 5096  
Washington, D.C. 20230  
Telephone: (202) 482-3261  
FAX: (202) 482-5117  
Attn: Mr. Raoul Quiros  
Chief, Public Sector

**Women in Business  
Representatives**

**Departments**

Procurement Technical Assistance Center Program  
George Mason University  
4260 Chain Bridge Road  
Suite B-2  
Fairfax, VA 22030  
Telephone: (703) 764-6079  
FAX: (703) 273-0745  
Attn: Mr. Edward A. Redmond  
Assistant Director

Small Business Administration  
409 3rd Street, S.W.  
8th Floor  
Washington, D.C. 20416  
Telephone: (202) 205-6460  
FAX: (202) 205-7064  
Attn: Mr. Robert Moffitt

\* \* \* \* \*

For additional SBA information:

The SBA has offices located around the country. For the one nearest you, consult the telephone directory under U.S. Government or call the Small Business Answer Desk at 1-800-U ASK SBA.



## Section C

- **Subcontracting Opportunities**



## **Subcontracting Opportunities**

Following is a current list of Department of State large prime contractors with contracts in excess of \$500,000 (\$1 million for construction), which may offer subcontracting opportunities:

### **Possible Prime Contractors Offering Subcontracting Opportunities**

American Communications Company  
Division American Systems, Inc.  
7535 Little River Turnpike  
Annandale, VA 22003  
Contact: Mr. Tim Ramp, Purchasing Agent  
(703) 968-6300

The American Institute in Taiwan  
7 Lane 134 Hisan Yi Road  
Section 3  
Taipei, Taiwan  
Contact: Mr. Jack Ferguson,  
Chief,  
Management Services Section

American Management Systems, Inc.  
1777 North Kent Street  
Arlington, VA 22209  
Contact: Mr. Jay Dunigan,  
Contract Administrator  
(703) 841-5514

ARA Environmental Services  
9 Presidential Blvd.  
Bala Cynwyd, PA 19004-0291  
Contact: Mr. Jim Day  
(215) 667-8033

The Asia Foundation  
550 Kearney Street  
San Francisco, CA 94119  
(415) 982-4640

### **Subcontracting Opportunities Available**

Various subcontract opportunities

Various subcontracting opportunities

Various opportunities related to data processing

Various janitorial supplies, equipment, and labor services

Various subcontracting opportunities

AT&T  
Guilford Center  
P.O. Box 20046  
Greensboro, NC 27420-5000  
Contact: Gail Feddish  
(919) 279-4979

Berger/HOK Joint Venture  
1819 H St., N.W., Suite 900  
Washington, D.C. 20006  
Contact: Michael L. Viani,  
Sr. Project Mgr.  
(202) 331-7775  
Contract: 1030-212606

Black & Veatch  
3250 Wilshire Boulevard  
Los Angeles, CA 90010  
Contact: George J. Hirt  
Federal Division Manager  
(213) 380-2592

Brunswick Corporation  
Defense Division  
2000 Brunswick Lane  
DeLand, FL 32724  
Contact: A. W. Brocious  
(904) 736-1700

Burle Industries, Inc.  
Attn: F.D. Kell, Product Division or  
J.S. Hornick Tube Division  
1000 New Holland Avenue  
Lancaster, PA 17601-5688  
(717) 295-6000

Caddell Construction Co., Inc.  
P.O. Box 210099  
Montgomery, AL 36121  
Contact: B.E. Stewart  
(205) 272-7723

Various subcontracting opportunities related to telephone equipment and services

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical security upgrades; construction and renovation of communications centers

Various A & E services related to minor new construction facility rehabilitation and replacement projects, etc.

MS hardware, wire, electronic components, etc.

Various subcontract opportunities

Supplies, services, materials related to construction of new office building in Hong Kong

Computer Sciences Corporation  
4061 Powder Mill Road  
Calverton, MD 20705  
Contact: Ms. Margaret Kohutanycz  
(301) 572-3635

Dillingham Construction  
International  
5960 Inglewood Drive  
P.O. Box 1089  
Pleasanton, CA 94566  
Contact: Mr. Robert Walker  
(415) 483-3300

Dillingham Embassy Constructors  
P.O. Box 1089  
Pleasanton, CA 94566  
Contact: M.D. MacGregor  
(510) 463-3300

DynCorp  
7942 Cluny Court  
Springfield, VA 22153  
Contact: Mr. Dennis Egan  
(703) 569-4063

Dyncorp Aircraft  
6801 Calmont Avenue  
Dallas, TX 76116  
Contact: Mr. John Harlin  
(817) 732-4481 ext. 248

EBASCO Constructors  
160 Chubb Avenue  
Lyndhurst, NJ 07071  
Contact: Mr. James F. Tappen  
(201) 460-6102

Einhorn, Yaffee, Prescott  
The Argus Building  
Broadway at Beaver  
P.O. Box 617  
Albany, NY 12201-0617  
Contact: Ed Kohlberg  
(518) 463-2145

Various subcontract opportunities related to program and systems services

Various materials and services such as freight forwarding in support of construction of a new embassy office building in La Paz, Bolivia

Supplies, services, materials related to construction of U.S. Embassy, Bogota, Colombia

Various subcontract opportunities related to logistic support services

spare parts,  
travel arrangements, equipment

Materials in support of construction of annex to embassy office building,

Cairo, Egypt

Various A&E services related to minor new construction projects; facility rehabilitation and system replacement projects; physical and technical upgrades; construction and renovation of communications centers

Electrospace Systems, Inc.  
1301 East Collins Blvd.  
P.O. Box 831359  
Richardson, TX 75083-1359  
Contact: Mr. Dennis Quire  
(714) 231-9303

Electronic components,  
cables, switches, power  
supplies, etc.

Federal Cartidge Company  
900 Ehlen Drive  
Anoha, MN 55303  
Contact: Mr. Rick Bennett, Purchasing Mgr.  
(612) 421-7100

Various subcontracting  
opportunities (Std.  
commercial plan)

Fischbach and Moore International Corp.  
2525 Walnut Hill Lane  
Dallas, Texas 75229  
Contact: Mr. Joseph Dirik  
(214) 484-4586

Supplies, services, materials  
related to construction of new  
office building in Bangkok,  
Thailand

General Electric Company  
Mobile Communications Division  
4421 Forbes Boulevard  
Lanham, MD 20706  
Contact: Mr. Bob Gload or Mr. Joe Wilson  
(301) 459-1617

Various subcontract  
opportunities

Halifax Engineering, Inc.  
5250 Cherokee Avenue  
Alexandria, VA 22312  
(703) 750-2202

Various subcontract  
opportunities

Harbert International, Inc.  
One Riverchase Parkway, South  
Birmingham, AL 35201  
Contact: Claude Roberts  
(202) 987-5606

Supplies, services, and materials  
related to office building  
construction/renovation

Hays Systems, Inc.  
2000 M St., N.W.  
Washington, D.C. 20036  
(202) 223-3703

IBM Corporation  
National Federal Marketing  
6705 Rockledge Drive  
Bethesda, MD 20817  
(301) 564-2894

IFR Systems, Inc.  
10200 West York St.  
Wichita, KS 67215-8935  
Mr. David C. Orpin  
(316) 522-4981

ITT Defense Communications  
492 River Road  
Nutley, NJ 07110  
(201) 284-4475

J.A. Jones Construction Co.  
6060 St. Albans Street  
Charlotte, NC 28287  
Contact: Mr. Robert Goodpasture  
(704) 553-3000

J.A. Jones Construction  
J.A. Jones Drive  
Charlotte, NC 28287  
Contact: Mr. Mike L. Fitzgerald  
(704) 553-3499

Mitre Corporation  
7525 Colshire Drive  
McLean, VA 22102  
Contact: Mr. Walter R. Pawlowski, V-P  
(703) 883-5501  
Contract 1045-155023

The Orkand Corporation  
8484 Georgia Ave., Suite 1000  
Silver Spring, MD 20910  
Contact: Mr. Anthony Schullen  
(301) 585-8480

Various subcontract  
opportunities

Electronic components, radio  
frequency crystals, crystals  
filter, transformers, labels,  
printed circuit boards,  
switches, fuses, microwave  
components

Various subcontract  
opportunities related to  
construction of a new U.S.  
Embassy, Lima, Peru

Concrete, masonry, metalwork,  
doors, windows, hardware,  
woodwork, etc., related to  
construction of new U.S.  
Embassy, Kuwait

ADP hardware/software;  
operating supplies and  
services (indirect)

Various subcontract  
opportunities related to  
ADP software support services

Perini International Corporation  
International Division  
73 Mt. Wayte Ave.  
Framingham, MA 01701  
Contact: Mr. Joseph Haley  
(508) 875-6171

Pinkerton Computer Consultants, Inc.  
1900 N. Beauregard St., Ste. 200  
Alexandria, VA 22311  
Contact: Mr. James Craig  
(703) 820-5571

Planning Research Corporation  
Room 6W3  
1500 Planning Research Drive  
McLean, VA 22102  
Contact: Ms. Faye Beales  
(703) 556-1537

Price Waterhouse  
1801 K Street, N.W.  
Washington, D.C. 20006  
Contact: Ms. Paula Nichols  
(703) 875-5626

RTKL Assoc., Inc.  
1140 Connecticut Ave., N.W.  
Washington, D.C. 20036  
Contact: Mr. Bernard Wulff  
(202) 833-4400  
Contract: 1030-290285

Ralph M. Parsons Co.  
1133 15th St., N.W.  
Washington, D.C. 20005  
Contact: Terrence O'Brien  
(202) 775-3453  
Contract 1030-290286

Various subcontract  
opportunities related to  
construction of the new U.S.  
Embassy, Caracas, Venezuela

Various subcontract  
opportunities

Standard Supplies; ADP

Administrative support, in-  
cluding graphic services,  
audio-visual services,  
printing/reproduction  
services, ADP support,  
training methods support

Various A&E services related  
to minor new construction  
projects; facility rehabilitation  
and system replacement  
projects; physical and technical  
security upgrades; construction  
and renovation of communi-  
cations centers

Various A&E services related  
to minor new construction  
projects; facility rehabilitation  
and system replacement  
projects; physical and technical  
security upgrades; construction  
and renovation of communi-  
cations centers

Skidmore, Owings & Merrill  
1201 Pennsylvania Ave., N.W.  
Wash., D.C. 20004  
Contact: Donald J. Ghent, Jr.  
(202) 393-1400

Various A & E services

Statistica  
30 West Gude Drive  
Suite 300  
Rockville, MD 20850  
Contact: Mr. Robert Cole  
(301) 424-1911

Various subcontracting  
opportunities

Stone & Webster Engineering Corp.  
245 Summer Street  
Boston, MA 02107  
Contact: Mr. Peter W. Harris  
(617) 589-5305  
Contract 1030-290289

Various A&E services related  
to minor new construction  
projects; facility rehabilitation  
and system replacement  
projects; physical and technical  
security upgrades; construction  
and renovation of communi-  
cations centers

Terminal Data Corp.  
5898 Condor Drive  
Moorpark, CA 93021-2601  
Contact: Mark Schneider  
(805) 529-1500

Hardware maintenance support  
encompassing ADP production  
resources

TRW  
Systems Division  
One Federal Systems Park Drive  
Fairfax, VA 22033  
Contact: Mr. Alan Schmidt  
(703) 968-2001

Various subcontract  
opportunities

Tumi International, Inc.  
9308 N.W. 13th Street  
Miami, FL 33172  
(305) 591-2419

Various subcontract  
opportunities related to  
consolidated receiving  
point

Wang Laboratories  
7500 Old Georgetown Rd., 1250 N  
Bethesda, MD 20814  
Contact: Ms. Haze Hanna  
(301) 657-5530

Electrical parts



## **Section D**

- **Some Contacts for Trade  
and**
- **Investment-Related Issues**



## Some Contacts for Trade and Investment-Related Issues

### Department of State

Commercial Affairs	—Mr. Alfred White	(202) 647-1942
Investment Affairs	—Mr. Bruce Duncombe	647-4416
Development Finance	—Mr. Lewis Warren	647-9426
Economic Sanctions Policy	—Mr. Robert S. Deutsch	647-5673
Trade Policy	—Mr. William E. Craft	647-3696

Information about specific countries available from Department country desk officers. Telephone numbers obtained from front of Department telephone book or from U.S. Government operator, (202) 655-4000. The Department of State also offers an automated Traveler's Advisory, which can be accessed on (202) 647-5225.

### Department of Commerce

Deputy Assistant Secretary for Services	—Mr. Jude Kearney	(202) 482-5261
Country Marketing:		
Western Europe	—Mr. Peter Hale	482-5341
Eastern Europe and Soviet Affairs	—Ms. Suzanne Lotarski	482-1104
Eastern Europe Business Information Center (EEIBC)	—Ms. Susan Blackman	482-2645
Russia and Newly Independent States: Business Information Services for the Newly Independent States (BISNIS)		482-4655
Africa	—Mr. Gerald Seldman	482-4927
Near East	—Mr. Carl Reiner	482-1860
South Asia	—Mr. Richard Harding	482-2954
Mexico	—Ms. Shawn Ricks	482-0300
Latin America and Caribbean Basin	—Mr. Walter Bastian	482-2436
People's Republic of China and Hong Kong	—Mr. Donald Forest	482-5527
Japan	—Ms. Marjorie Searing	482-4527
Office for Service Industries and Finance	—Mr. C. Wm. Johnson	482-3575
Publications—Intl. Trade Adm.	—Mr. Thomas Witherspoon	482-5487
Foreign Commercial Service	—Mr. Charles A. Ford	482-6228

<b>Export Licensing Information*</b>		482-4811
<b>U.S. Trade and Development Agency</b> (feasibility studies and other planning services)	—Ms. Carol Stillwell	(703) 875-4357
<b>Trade Information</b>		1-800-USA-TRADE
<b>Agency for International Development</b>		
<b>Business Relations (OSDBU)</b>	—Mr. Ivan Ashley	(703) 875-1551
<b>Overseas Private Investment Corporation</b>	—Peter H. Ballinger	(202) 336-8628
<b>Export-Import Bank</b>	—Mr. Christopher Dorval	(202) 566-8990
<b>Small Business Administration</b>		
<b>Office of International Trade</b>	—Mr. Jerry Chiaruttini	(202) 205-6720
<b>U.S. Trade Representative</b>	—Debbie Leilani Shon	(202) 395-6120

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\*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Defense Trade Controls (703) 875-6644 (licensing) or (703) 875-6650 (registration). You will be directed to an officer according to your requirements.

## **Trade Promotion Activities of the Department of State That Can Benefit Small, Minority, and Woman-Owned Firms in Exporting**

Assisting U.S. business is a major responsibility of the Department of State. The Secretary of State has directed all members of U.S. Embassies and consular posts abroad to consider the promotion of U.S. business and economic interests to be a top priority and to support U.S. firms vigorously in foreign markets. The Ambassador, as head of the "Country Team," takes the lead in promoting U.S. trade and investment in 275 diplomatic and consular establishments in over 160 foreign countries.

The Department of State offers trade promotion services that can be of benefit to the minority business community. Each of the below-mentioned contacts can provide insight, advice, and assistance in the export efforts of minority firms:

### **The Office of the Coordinator for Business Affairs (EB/CBA)**

in the Economic and Business Affairs Bureau serves as the primary contact point for the business community in the Department. Bureau officials are in daily contact with private sector firms and business groups throughout the country through meetings, briefings, speeches, and other programs. EB/CBA answers inquiries from businesses, individuals, and Congress, and maintains close liaison with regional bureau commercial coordinators, country desk officers, Commerce, AID, and other agencies involved in export promotion activities. (Phone: (202) 647-1942).

**Embassies and Consulates overseas** are charged with assisting the U.S. business community abroad. Ambassadors hold regularly scheduled meetings with American Chambers of Commerce in almost every country where there are such groups. Our Embassy commercial and economic staffs are available to assist American minority firms with political and economic briefings, professional advice and analysis on the business culture and practices of the country, and assistance in making and developing contacts abroad.

**Personnel of the Department of Commerce's U.S. and Foreign Commercial Service (USFCS)** are stationed in 69 countries where our major markets are located. State Department officers are responsible for commercial work in 101 countries with smaller markets where USFCS personnel are not present. The important point is that in all our Embassies, regardless of size or location, or which agency takes the lead, there are personnel to provide information and counsel to American firms, help them with problems, and see to it that they get a fair shot at contracts and sales.

The **Regional Bureaus**, each under the direction of an Assistant Secretary of State, are responsible for U.S. foreign affairs activities in a specific major region of the world. They are the Bureaus of African, Inter-American, European and Canadian, Near Eastern, South Asian, and East Asian and

Pacific Affairs. Country "desk officers" maintain day-to-day contact with overseas diplomatic posts and provide country specific economic and political analysis and commercial counseling to U.S. business.

The Office of Small and Disadvantaged Business Utilization (A/SDBU) actively promotes the use of small businesses by our various program and procurement personnel, both domestically and at our Embassies and Consulates overseas. The Department is committed to ensuring that small businesses receive a fair share of the procurement dollars we spend. (Contact: Durie N. White, phone (703) 875-6824).

Publications: The Department produces various publications of interest to minority business, including *Key Officers of Foreign Service Posts: A Guide for Business Representatives* and *A Guide To Doing Business With the Department of State*.

## **Commercial Posts of the Department of State (Posts With no FCS Presence)**

While most U.S. commercial posts of the Department of State have assigned to them a Department of Commerce Foreign Commercial Service (FCS) officer to promote exporting by U.S. firms, the following posts have no FCS presence. Export promotion at such posts is a function of Department of State personnel:

### **Africa**

Benin, Cotonou	Mali, Bamako
Botswana, Gaborone	Mauritania, Nouakchott
Burkina Faso, Ouagadougou	Mauritius, Port Louis
Burundi, Bujumbura	Mozambique, Maputo
Cameroon, Yaounde	Namibia, Windhoek
Cameroon, Douala	Niger, Niamey
Cape Verde, Praia	Rwanda, Kigali
Central African Republic, Bangui	Senegal, Dakar
Chad, N'Djamena	Seychelles, Victoria
Congo, Brazzaville	Sierra Leone, Freetown
Djibouti, Djibouti	Somalia, Mogadishu
Equatorial Guinea, Malabo	Sudan, Khartoum
Ethiopia, Addis Ababa	Swaziland, Mbabane
Gabon, Libreville	Tanzania, Dar es Salaam
Ghana, Accra	The Gambia, Banjul
Guinea, Conakry	Togo, Lome
Guinea-Bissau, Bissau	Uganda, Kampala
Lesotho, Maseru	Zaire, Kinshasa
Liberia, Monrovia	Zaire, Lubumbashi (CG)
Madagascar, Antananarivo	Zambia, Lusaka
Malawi, Lilongwe	Zimbabwe, Harare

### **Latin America**

Bahamas, Nassau	Guyana, Georgetown
Barbados, Bridgetown	Grenada, St. George's
Belize, Belize City	Haiti, Port-au-Prince
Bolivia, La Paz	Netherlands Antilles, Curacao
El Salvador, San Salvador	Nicaragua, Managua
French Caribbean Dept., Martinique	Paraguay, Asuncion
	Suriname, Paramaribo

## **Near East/South Asia**

Afghanistan, Kabul  
Bahrain, Manama  
Lebanon, Beirut  
Nepal, Kathmandu  
Oman, Muscat  
Qatar, Doha

Bangladesh, Dhaka  
Jordan, Amman  
Sri Lanka, Colombo  
Syria, Damascus  
Tunisia, Tunis  
Yemen Arab Republic, Sanaa

## **East Asia and the Pacific**

Brunei, Bandar Seri Begawan  
Burma, Rangoon  
Federated States of Micronesia,  
Kolonja  
Fiji, Suva  
Laos, Vientiane  
Palau, Koror

Mongolia, Ulaanbaatar  
Papua New Guinea, Port  
Moresby  
Rep. of Marshall Islands,  
Majuro  
Solomon Islands, Honiara  
Western Samoa, Apia

## **Europe**

Bermuda, Hamilton  
Cyprus, Nicosia  
Iceland, Reykjavik

Luxembourg, Luxembourg  
Malta, Valletta

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# Electronic Services

## Federal Bulletin Board

In September 1992, the U.S. Government Printing Office (GPO) began a new service to give the public immediate, self-service, and cost-effective access to Federal electronic information. The State Department is one of the first participants in The Federal Bulletin Board (BBS) along with the Department of Energy, Environmental Protection Agency, and Health Care Financing Administration. The Bureau of Public Affairs provides *Dispatch*, country *Background Notes*, daily press briefings, and special publications such as *A Guide To Doing Business With the Department of State* by the Office of Small & Disadvantaged Business Utilization on the BBS.

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\*U.S. G.P.O. : 1994–301–461:80086

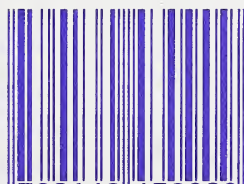


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